

Office of Public Health Preparedness and Response (OPHPR)
Animal Emergency Planner

This is a Non Civil Service position

Purpose: The Animal Planner will be responsible for working with Baltimore City Health Department Office of Public Health Preparedness and Response (OPHPR) and Animal Control personnel, other health department staff, City agencies, and other stakeholders to carry out animal emergency planning initiatives that will include developing operational plans, and conducting outreach, training and exercise activities.

Job Duties:

- Conduct planning work to accomplish animal emergency preparedness objectives of Baltimore City Health Department (BCHD) to improve response capabilities within the city for emergencies that may disrupt provision of Animal Control services and/or animal sheltering, and impact pets or other animal populations.
- Coordinate planning meetings with health department, City agency representatives, animal welfare and veterinary care entities and other partners to update/revise medical components of animal response plans.
- Develop agreements between response partners as needed to clarify roles and strengthen planning.
- Assist with training for health department Environmental Health personnel, Baltimore Animal Rescue and Care Shelter personnel and volunteers to orient them to content of animal emergency plans initiatives and their roles in response.
- Advise BCHD and other City agency emergency response partners on animal preparedness issues.
- Develop and update communications plans and response protocols for stakeholders involved with animals.
- Conduct community outreach on animal preparedness.
- Organize and carry out animal emergency response training activities.
- Carry out improvements to related components of emergency plans based on improvement objectives from After Action Reports (AARs).
- Respond to emergency events and fulfill a role within chain of command in the Health Department's Incident Command System (ICS) team.
- Participate in other emergency training as requested.
- Carry out other duties as assigned.

Education: A bachelor's degree in emergency management, veterinary studies or other related field is preferred. Candidates with equivalent experience in emergency planning and response may also be considered.

Experience: Previous emergency planning work experience preferred.

Job Required Knowledge, Skills, Abilities:

- Knowledge of emergency planning and management and/or knowledge of animal emergency care and sheltering.
- Demonstrated ability to work independently to complete tasks.
- Demonstrated ability to coordinate with a team for joint projects.
- Demonstrated experience with managing multiple ongoing projects while successfully completing work assignments.
- Excellent written and oral communication skills.
- Skills with Microsoft Office products (including Word, Excel, and PowerPoint).
- Demonstrated excellence in record keeping and work accountability practices. (Note that references will be checked to ensure a strong track record of accountability for work performance).

Employee must possess a valid driver's license and be able to provide own transportation to off-site meetings, to training sessions and for response.

Salary: \$35,000-\$45,000 annual salary (based on education and experience)

Please submit resume with cover letter and writing sample by April 29, 2011 to:

Meghan Butasek, Director, OPHPR
Baltimore City Health Department
1001 E. Fayette St.
Baltimore, MD 21202

-or-

Meghan.Butasek@baltimorecity.gov

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